



Massachusetts Department of Environmental Protection Sewer Extension/Connection (BRP WP 72 and BRP WP 73) Compliance Certification Instructions

This document contains instructions for the one-time Compliance Certification (BRP WP 72 and BRP WP 73), which is required for sewer extensions less than 1000 feet in length, and any increase in flow to an existing connection, a new sanitary sewer connection or industrial connection from a facility not listed in 314 CMR 7.17(2)(c), that results in a discharge greater than 15,000 gallons per day (gpd) and less than or equal to 50,000gpd under 314 CMR 7.00. The instructions are intended to help you to determine the applicability of the regulations, and to guide you through the certification process.

Table of Contents

1. What is the Compliance Certification Program?
2. Do I Have to Certify?
3. When do I have to file the Certification?
4. What other requirements should be considered when submitting the Compliance Certification?
5. What is the application fee?
6. What is the Primary Certification Location?
7. Is there an annual compliance fee?
8. How long are the certifications in effect?
9. How can I avoid the most common mistakes made in submitting the certifications?
10. What are the regulations that apply to these certifications? Where can I get copies?
11. Application Completeness Checklist



Massachusetts Department of Environmental Protection Sewer Extension/Connection (BRP WP 72 and BRP WP 73) Compliance Certification Instructions

1. What is the Compliance Certification Program?

Effective January 12, 2007, all those seeking to construct a sewer extension that is less than 1,000 feet in length or any increase in flow to an existing connection, a new sanitary sewer connection or industrial connection from a facility not listed in 314 CMR 7.17(2)(c), that results in a discharge greater than 15,000 gallons per day (gpd) and less than or equal to 50,000gpd under 314 CMR 7.00 are required to comply with Volume 314 of the Code of Massachusetts Regulation, Section 7.00 (314 CMR 7.00).

The purpose of this regulation is to protect public health, safety, and the environment by establishing specific construction and operation standards, for various sewer extension or connection as identified above

The Compliance Certification requires you to provide general information about your project and to answer a series of specific compliance questions. Before completing it, you will need to review the project with your engineer to make sure the project complies with the requirements in the certification form and 314 CMR 7.00. Your engineer is required to sign a statement related to the design of the sewer extension or connection. A local municipal official is required to sign a statement related to any local conditions that may apply. You are also required to sign a statement that certifies to DEP that all of the information you are submitting is true, accurate, and complete.

This package includes the following documents:

- Compliance Certification Form
- Compliance Certification Instructions with step-by-step guidance
- Transmittal Form for the Fee Payment

You are required to pay a certification fee of \$410 at the time you submit your Compliance Certification.

If you have questions, or need additional information about 314 CMR 7.00 or the Compliance Certification, please contact:

Appropriate Regional Office - Find your region: <http://mass.gov/dep/about/region/findyour.htm>

You may obtain an official copy of 314 CMR 7.00 from the Office of the Secretary of State, or download from the DEP Web site at <http://www.mass.gov/dep> or request a hard copy from DEP.

2. Do I Have to Certify?

If your project is either, a sewer extension that is less than 1,000 feet in length or any increase in flow to an existing connection, a new sanitary sewer connection or industrial connection from a facility not listed in 314 CMR 7.17(2)(c), that results in a discharge greater than 15,000 gallons per day (gpd) and less than or equal to 50,000gpd you are required to comply with 314 CMR 7.00 by submitting a one-time compliance certificate.

3. When do I have to file the Certification?

Certifications for either sewer extensions less than 1000 feet or new connections and any increase flow to an existing connection, that results in a discharge greater than 15,000 gallons per day and less than or equal to 50,000 gallons per day must file the Certification within 60 days after commencement of use of the extension or connection.



Massachusetts Department of Environmental Protection Sewer Extension/Connection (BRP WP 72 and BRP WP 73) Compliance Certification Instructions

4. What other requirements should be considered when submitting the Compliance Certification?

- a. What prerequisites should be considered before applying for these permits?

Municipal approval - The municipal official for the community in which the above connection is being proposed needs to sign off on the MassDEP certification.

Design Engineer – The engineer designing the extension/connection needs to sign off on the MassDEP certification.

Note: Projects of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Suite 900 Boston, MA 02202; 617-626-1020). MassDEP cannot accept a compliance certification unless the MEPA process has been concluded

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

4. What is the application fee?

BRP WP 72	\$410
BRP WP 73	\$410

5. What is the Primary Certification Location? What is the Reserve Copy Location?

PRIMARY PERMIT LOCATION (1 copies)
Department of Environmental Protection
_____* Regional Office
Bureau of Resource Protection

RESERVE COPY LOCATION
None.

*Find your region: <http://mass.gov/dep/about/region/findyour.htm>

As of January 12, 2007 the timelines are:

	T1	T2*
BRP WP 72	14	14
BRP WP 73	14	14

*(A second technical review will only be conducted if necessary).

6. Is there annual compliance fee?

No, the only fee is the one time filing fee associated with the submittal of the one-time compliance certificate.

7. How long are these certifications in effect?

For BRP WP 72 and 73 the permit remains in effect indefinitely, as long as the total flow stated in the permit is not exceeded.



**Massachusetts Department of Environmental Protection
Sewer Extension/Connection (BRP WP 72 and
BRP WP 73)
Compliance Certification Instructions**

8. How can I avoid the most common mistakes made in submitting the certifications?

- a. Answer all questions on the certification form and indicate "not applicable" where appropriate.
- b. Make sure a Massachusetts Registered Professional Engineer prepares and signs the application and provides a registered number.
- c. Include signature from the appropriate Local Municipal Official.
- d. Submit fee and one copy of the MassDEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

If you have questions about this program and permit categories, please contact the Section Chief in the appropriate MassDEP Regional Office. Find your region: <http://mass.gov/dep/about/region/findyour.htm>

9. What are the regulations that apply to these certifications? Where can I get copies?

These regulations include, but are not limited to:

- a. Water Pollution Control Regulations, 314 CMR 7.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Operation and Maintenance Standards for Wastewater Treatment Plants, 314 CMR 12.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



Massachusetts Department of Environmental Protection
Sewer Extension/Connection (BRP WP 72 and
BRP WP 73)
Compliance Certification Instructions

10. Application Completeness Checklist

- ☐ The MassDEP Transmittal Form is completed: <http://mass.gov/dep/service/online/trasmfrm.shtml>
- ☐ The certification for this category has been filled out. Questions have been complete.
- ☐ A signature of the appropriate municipal official has been included.
- ☐ A Massachusetts Registered Professional Engineer has prepared the application and signed it.
- ☐ The Certification Statement has been signed.
- ☐ If required, a final MEPA Certification has been issued for the project. It is necessary to submit the MEPA Certification (see MEPA regulations 310 CMR 11.00). MassDEP will not accept a compliance certification, if a final MEPA certification, if required, has not been obtained.
- ☐ If required, a sign-off from the Massachusetts Historical Commission. It is not necessary to submit a copy sign-off (see 950 CMR 71.00).

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send two copies of the application along with one copy of the MassDEP Transmittal Form to:
Department of Environmental Protection
_____ * Regional Office
Bureau of Resource protection
*Find your region: <http://mass.gov/dep/about/region/findyour.htm>
- ☐ Send fee of:
\$410 for BRP WP 72;
\$410 for BRP WP 73.

in the form of a check or money order made payable to Commonwealth of Massachusetts, along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211



BRP WP Compliance Certification

BRP WP 72 Sewer extensions less than 1000 feet

BRP WP 73 Sanitary & industrial connections greater
than 15,000 gpd but less than or equal to 50,000 gpd

Transmittal Number _____

Town _____

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



The original of the transmittal form and this certification, signed by the appropriate municipal official, design engineer, and the applicant or authorized representative for the applicant should be submitted along with one copy to the appropriate Regional Office. A copy of the transmittal form and fee (if applicable) should be submitted to the Boston Office.

If additional space is required to properly answer any questions, please attach additional sheets and refer to the attachments in the space provided.

A. Certification Information

1. Name and Address of Applicant:

Name, Title

Street address

City/Town

Zip Code

Telephone Number (include area code and extension)

E-mail address (optional)

2. Name of Sewer System Owner:

Name

Municipality or Sewer District

Department

B. Project Information

1. Type of Project: ☐ Sewer Extension under 1000 feet ☐ Sewer Connection

☐ Industrial Connection

2. Project description:

3. Design Flow:

Total Sewage

gallons per day

Total Industrial

gallons per day



BRP WP Compliance Certification

BRP WP 72 Sewer extensions less than 1000 feet

BRP WP 73 Sanitary & industrial connections greater than 15,000 gpd but less than or equal to 50,000 gpd

Transmittal Number _____

Town _____

B. Project Information (Continued)

4. Receiving Wastewater Treatment Facility:

Name _____

Average Daily Flow _____

Million gallons per day

Design Flow _____

Million gallons per day

C. Compliance Information

1. Has a local or regional sewer authority permit been issued for the project?

☐ Yes ☐ No

2. Is the proposed discharge consistent with existing local sewer use regulations?

☐ Yes ☐ No

3. Is there a site of historic or archeological significance, as defined in regulations of the Massachusetts Historical Commission, 950 CMR 71.00, which is in the area affected by the proposed extension or connection?

☐ Yes ☐ No

4. Has a sign-off from the Massachusetts Historical Commission been obtained?

☐ Yes ☐ No

5. Does this project require a filing under 301 CMR 11.00, the Massachusetts Environmental Policy Act?

☐ Yes ☐ No

6. Has a MEPA certificate been issued?

☐ Yes ☐ No

7. Does this project require the removal of Infiltration/Inflow as a mitigating measure?

☐ Yes ☐ No

8. If yes, has the mitigation been completed?

☐ Yes ☐ No



BRP WP Compliance Certification

BRP WP 72 Sewer extensions less than 1000 feet

BRP WP 73 Sanitary & industrial connections greater than 15,000 gpd but less than or equal to 50,000 gpd

Transmittal Number _____

Town _____

C. Compliance Information (Continued)

9. Does the project include a privately owned pump station?

☐ Yes ☐ No

10. If yes, has the local or regional sewer authority signed off on the long term operation, maintenance, and replacement of the pump station?

☐ Yes ☐ No

11. Has an independent power source for the pump station been provided in accordance with 314 CMR 12.04(6)?

☐ Yes ☐ No

12. Has the extension or connection been designed in accordance with TRI6, "Guides for Design of Wastewater Treatment Works," prepared by the New England Interstate Water Pollution Control Commission?

☐ Yes ☐ No

13. For connections from a restaurant or public kitchen, has a grease trap been provided?

☐ Yes ☐ No ☐ N/A

14. For a connection from a car wash, has an oil/water separator been provided?

☐ Yes ☐ No ☐ N/A

15. Does the discharge contain any industrial wastewater?

☐ Yes ☐ No

16. Pollutants in the industrial wastewater:

☐ High strength BOD/COD ☐ Oil & Grease ☐ Low/High pH

☐ Other(s), please describe:

17. Please provide the facility's Standard Classification (SIC) Code: _____



BRP WP Compliance Certification

BRP WP 72 Sewer extensions less than 1000 feet

BRP WP 73 Sanitary & industrial connections greater than 15,000 gpd but less than or equal to 50,000 gpd

Transmittal Number _____

Town _____

D. Engineer Information

Engineer Name _____

Massachusetts P.E. Number _____

Company _____

Street Address _____

City _____

State _____

Zip Code _____

E. Engineer Certification

I, _____
Name

attest under the pains and penalties of perjury:

- (i) that I am a registered professional engineer in the State of Massachusetts and am employed by

Name of Company/Firm

- (ii) that the plans and specifications for _____
Name of Facility

have been prepared in accordance with modern sanitary engineering practice and all applicable federal, state, and local laws, regulations, and standards, except where otherwise approved by the Department, including, but not limited to the current editions of TR-16 (Guides For The Design Of Wastewater Treatment Works), and the Massachusetts State Building Code; and

- (iii) that the facility, as designed, is capable of meeting the required effluent standards for the receiving facility.

I am aware that there are significant penalties including, but not limited to possible fines and imprisonment for willfully submitting false, inaccurate, misleading or incomplete information. I am also aware that submitting false, inaccurate misleading or incomplete information could lead to modification, suspension or revocation of any permit granted pursuant to this application.

Signature _____

Title _____

Massachusetts P.E. Number _____



BRP WP Compliance Certification

BRP WP 72 Sewer extensions less than 1000 feet

BRP WP 73 Sanitary & industrial connections greater than 15,000 gpd but less than or equal to 50,000 gpd

Transmittal Number _____

Town _____

F. Municipal Certification

I, _____
Name of Municipal Official

attest under the pains and penalties of perjury that the applicant complies with all local requirements including, if applicable, local connection/extension permits, infiltration and inflow removal program.

Signature and Title of appropriate Municipal Official:

Printed Name of Official

Title

Phone Number

Signature

Date Signed

G. Certification Statement

I, _____
Name of Responsible Official

do hereby certify

(i) that I have personally examined and am familiar with the information contained in this submittal, including any and all documents accompanying this certification statement;

(ii) that, based on my inquiry of those individuals responsible for obtaining the information, the information contained in this submittal is to the best of my knowledge, true, accurate, and complete;

(iii) that systems to maintain compliance are in place at the facility and will be maintained even if processes or operating procedures are changed; and

(iv) that I am fully authorized to make this attestation on behalf of this facility.

I am aware that there are significant penalties including, but not limited to, possible fines and imprisonment for willfully submitting false, inaccurate, or incomplete information.

Signature

Date (MM / DD / YYYY)

Printed Name

Title



BRP WP Compliance Certification

Transmittal Number _____

BRP WP 72 Sewer extensions less than 1000 feet
BRP WP 73 Sanitary & industrial connections greater than 15,000 gpd but less than or equal to 50,000 gpd

Town _____

G. Certification Statement (Continued)

Source of Signatory Authority (Check appropriate box):

1. If a Corporation:
 - a. ☐ President
 - b. ☐ Secretary
 - c. ☐ Treasurer
 - d. ☐ Vice President (if authorized by corporate vote)
 - e. ☐ Representative of the above (if authorized by corporate vote and if responsible for overall operation of the facility)
2. If a Partnership: ☐ General Partner
3. If a Sole Proprietorship: ☐ Proprietor
4. If an Institution: ☐ Principal Executive Officer
5. If a Municipality or a Public Agency:
 - a. ☐ Principal Executive Officer
 - b. ☐ Ranking Elected Official (Empowered to enter into contracts on behalf of the municipality or public agency)